



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

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January 12, 2011

To: District Superintendents, Middle Grades School Principals, Test Coordinators, and
Technology Coordinators

From: Michael Hall, Specialist
ESEA Title II, Part D-Enhancing Education Through Technology (ED Tech)

Subject: 8th Grade Student Technology Literacy Assessment
ESEA Title II, Part D, Participating Districts

**The passwords
were sent to the
Authorized
Representative.
Thank you for
your assistance.**

As you know, the ESEA as reauthorized by the No Child Left Behind (NCLB) Act requires that all 8th grade students become technologically literate. Districts that participate in the program (receive funding and have not redirected/transferred the funds to other ESEA title programs) and have 8th grade students must participate in the assessment. The Office of Public Instruction (OPI) must report the assessment data to the U.S. Department of Education listing each individual school and their participation and literacy rates. Further, the participation/completion data is reported to the OPI Accreditation Office for use in determining school accreditation status.

To ease the implementation of this requirement, and to provide data to districts participating in the assessment, the OPI has adopted the SimpleAssessment as the assessment tool. This tool from the Info Source Learning Company asks students questions about their skills and knowledge and is aligned to the International Society for Technology Education –National Education Technology Standards (ISTE NETS) for students, which align with the Montana Technology Content Standards for students (alignment document enclosed).

General Information

- Students will login with an individual identifying code (tied to, but different from the students' unique Student Identifier) and a password to complete the assessment (60 questions) in approximately 20-30 minutes per student not counting set up time. The names, User ID and Passwords are printed on labels for your use. The labels will also list the Web address for the assessment. They have been sent to the district Authorized Representative (usually the Superintendent) along with data retrieval details.
- Schools will have the opportunity to select the assessment that most closely aligns with the district network. The suggested assessment is NETS/Windows/Office 2007. Other options include Windows/Office 2003 or Mac/Office 2008. Districts will select one of the options and direct students to select it when they log in.
- Districts can pull the data report as soon as the last student completes the assessment and the data can be integrated into the district student information system if desired.
- General information documents sent to the district will also be posted on the OPI Web site at http://www.opi.mt.gov/Programs/TitlePrgms/TIitle_II_X/Index.html?gpm=1_4.

Assessment Window

- In order to avoid conflicts with the CRT testing, the 8th grade technology literacy assessment window has been set to open on January 17, 2011, and will remain open until February 4th, 2011. Please schedule access to your technology lab as needed for the students to complete the assessment.

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

Assessment Administration

- Review all assessment information provided in this packet: Guidelines for Implementation of Simple Assessment 8th Grade Technology Literacy Assessment, Student Instructions for the 8th Grade Technology Literacy Assessment, Assessment Administrator Instructions for the 8th Grade Technology Literacy Assessment, Administrator and student login ID labels.
- Review the “Testing Guide” included in the system under “My Courses”. You can use a student login to find the Testing Guide (see the student or administrator instruction document included in this packet).
- Schedule students to take the assessment allotting up to 40 minutes to get the students to the technology lab, boot computers, distribute login passwords (provided on the labels), login review “Testing Guide” as needed and have the students complete the assessment in one setting when possible. Some districts have found it helpful to have the computers booted up and set to the login page before the students arrive at the technology lab.
- At least one day prior to administering the assessment, contact the Kimberly Vinson at the OPI (see below) when adjustments need to be made to the provided list of students (students to add or delete). This also includes those who are not able to complete the assessment (see below).
- When all students have completed the assessment, pull the district data reports as desired for local use (administrative password provided).
- Shred all labels and materials containing confidential information.

Students to Assess

- The U.S. Department of Education requires 100 percent participation from the schools/districts and expects that efforts will be taken to ensure that all 8th grade students in those districts participate in the assessment. However, it is understood that some students may not be able to take the assessment due to their special needs.
- Unlike the CRT requirements, there is no alternative test or accommodations required. If students are unable to complete the on-line assessment due to handicapping conditions, please contact Kimberly (see below) who will indicate that information on the OPI spreadsheet. For this assessment, they will not be counted against the district’s completion rate.
- When students are absent, please schedule them to complete the assessment during the assessment window when they return to school.

If you have questions, please contact Kimberly Vinson at kvinson@mt.gov, or at (406) 444-1852, or Mala Chakravorty at mchakra@infosourcelearning.com, or at (800) 393-4636 extension 206, or Michael Hall at mhall@mt.gov, or at (406) 444-4422.

Thank you for your understanding and assistance with this requirement.

Enclosures: